



United States Probation Office
Southern District of Illinois
CAREER OPPORTUNITY

Position: U.S. Probation Officer (Supervision Unit)

Announcement Number: 2016-09

Date Posted: April 27, 2016

Closing Date: May 18, 2016, at 4:00 pm

Location: East St. Louis, Illinois

Salary Range: \$37,403 (CL 23/01) - \$92,450 (CL28/61)*

* Transfers will be considered with the potential for a match to current classification level. Applicants are encouraged to discuss their interest with their current chief and supervisor.

The District

The Southern District of Illinois geographically consists of a 38 county area in the southern part of the state. The headquarters office is located in East St. Louis, Illinois, with a divisional office in Benton, Illinois. The district consists of 48 staff, including the Chief U.S. Probation Officer (CUSPO), Deputy Chief U.S. Probation Officer (DCUSPO), management staff, probation officers, and administrative staff.

Position Overview

This is a full-time permanent position in the supervision unit. Under the general supervision of the CUSPO, DCUSPO, and Supervisory Probation Officer, the U.S. Probation Officer (USPO) supervises offenders placed on probation, parole, and supervised release to maximize adherence to court-ordered conditions, reduce risk to the community, and provide correctional treatment. The supervision process involves maintaining personal contact with offenders through community visits and office/telephone contacts; investigating employment, sources of income, lifestyle, and associates to assess risk and compliance; detecting substance abuse through urine collection and other methods; referring offenders to agencies for treatment; etc.

Duties may include conducting presentence investigations, interpreting and applying the U.S. Sentencing Commission guidelines and relevant case law, and preparing reports for the court with recommendations for sentencing of individuals convicted of federal offenses.

Duties also may include conducting pretrial investigations to include background information and preparing pretrial reports for the court with recommendations regarding risk of flight or risk of danger to the community pending trial/court resolution of their impending offense. The USPO gathers comprehensive, factual information and verifies with collateral resources, and provides written and/or verbal assistance to the court regarding pretrial procedures in a clear, logical, and concise format.

Qualification Standards

Applicants must have a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. One year of specialized experience after completion of a bachelor's degree also is required. A master's degree is desirable.

Specialized Experience - Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Educational Substitutions - The following requirements may be substituted for one year of specialized experience: (1) an overall "B" grade point average; (2) standing in the upper third of the class; (3) a "B+" (3.5 out of 4.0) average or better in the major field of study related to probation and pretrial services; (4) election to one of the national honorary scholastic societies meeting the minimum requirements of the Association of College Honor Societies; or (5) completion of one academic year of graduate work in a field of study closely related to the position. Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, equates to two years of specialized experience.

Additional Preferences

To qualify for this position, applicant also must demonstrate that s/he possesses:

- a thorough knowledge of the philosophy, theories, and practices of the correctional field, with a knowledge of law, psychology, sociology, and criminology.
- a devotion to the principles of public welfare.
- the ability to meet people, inspire confidence, and secure cooperation.
- unquestioned integrity.
- the ability to exercise initiative in handling problems encountered while performing assigned duties.
- the ability to conduct investigations of cases and make sound evaluations and recommendations.
- a knowledge of available community resources and the understanding and skill to identify additional resources.
- a history that demonstrates strong organizational skills and the ability to effectively meet deadlines.
- the ability to perform effectively in a team oriented work environment.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Physical Requirements and Maximum Entry Age

This is a hazardous duty position that requires the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, a physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Because officers must effectively deal with physical attacks and are subject to moderate and arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without a truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities. First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. The position of the probation officer is classified as hazardous duty allowing for retirement at age 50 with 20 years of service and mandatory retirement at the age of 57.

Background Investigation, Drug Screening, and Medical Standards

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, employees are subject to on-going random drug screening and updated background investigations every five years. The medical requirements and the essential job functions derived from the medical guidelines for probation officer assistants (and probation officers) are available for public review at <http://www.uscourts.gov/>.

Procedures for Applying

Application packets should include the following:

- Cover letter
- Résumé with three professional references and contact numbers
- AO 78 Application Form including announcement number (preferred form located at <http://www.ilsp.uscourts.gov>)
- Last three performance evaluations
- College transcripts (with grade point average).

Application packets should be sent to:

U.S. Probation Office / Southern District of Illinois
ATTN: Human Resources Administrator--Confidential, 2016-09
750 Missouri Avenue
East St. Louis, Illinois 62201

Applicants must be U.S. citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the U.S. District Court for the Southern District of Illinois.

Due to the volume of applications received, the U.S. Probation Office will only communicate with those applicants who will be tested or interviewed. Incomplete and late application packets will not be considered. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

The United States Courts is an Equal Employment Opportunity Employer

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by providing quality supervision, promoting community safety,
inspiring positive changes in those we serve, and
administering justice with fairness and integrity.

